



## Office of the Las Vegas City Council

### Councilwoman Lois Tarkanian, Ward 1

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[www.lasvegasnevada.gov](http://www.lasvegasnevada.gov)

### Proclamation/Certificate Request Form

Please fill in the appropriate information. Once completed, please email this form to **Kimberly Reid** at [kreid@lasvegasnevada.gov](mailto:kreid@lasvegasnevada.gov). You may also send it by fax or mail (contact information above). **Requests must be made 30 days in advance.** *Handwritten requests are strongly discouraged unless very neatly printed.*

1. Today's date:

2. Due date:

3. Please Choose One:

Proclamation - \_\_\_\_\_

Certificate of - \_\_\_\_\_ Achievement \_\_\_\_\_ Recognition \_\_\_\_\_ Appreciation

4. Contact information of person making the request:

Name:

Organization:

Cell and/or best daytime phone:

Email address:

5. Will this document be presented at a City Council Meeting? \_\_\_\_yes\_\_\_\_no

6. If not, will this be picked up at City Hall? \_\_\_\_yes \_\_\_\_no

7. If you are unable to pick up the document, please provide an address where it can be mailed:

Name:

Organization:

Mailing address:

8. Specific title of what will be proclaimed (full name of person, event or group):

9. Day, week or month being proclaimed:

